

**COMING  
SOON  
TO YOUR AREA**

**OPEN  
ENROLLMENT!**

**IT'S EASY!**

**DON'T  
MISS IT**

**October 30 – November 10**

## **DOUGLAS COUNTY EMPLOYEES,**

The 2016 Open Enrollment for benefits will be held from October 30th (beginning at 8 a.m.) – November 10th (**until 8 a.m. – NO EXCEPTIONS**). All employees should go through the self-service enrollment process to confirm continuation of benefits even if you desire to keep the same benefits you currently have for 2015. **If you have any flex spending account enrollments in 2015 you are “required” to reenroll for participation in 2016.**

There are step by step instructions on how to navigate through the online enrollment process on the benefits web-site: [www.douglascounty-ne.gov/hr/benefits-information](http://www.douglascounty-ne.gov/hr/benefits-information). Click on the Open Enrollment link.

If you would like assistance with the online enrollment, the benefits department will be available at the following times/locations to assist:

**October 30th – 10th: Human Resource Offices at the Health Center and Civic Center Room 505 (8 a.m. - 4 p.m.)**

**November 2nd: Health Center – Town Hall (6 a.m. - 9 a.m.) & (2 p.m. - 4 p.m.)**

**November 3rd: Correctional Facility Training Room (6 a.m. - 8:30 a.m.) and (2 p.m. - 4 p.m.) (Correction Employees ONLY)**

**November 6th: Extension Office 8015 W Center Road – Room C (11 a.m. - 2 p.m.)**

Please make sure to complete the online enrollment by 8:00 a.m. November 10th.

Feel free to contact the Benefits Department with any questions:

**Lisa Osborn: 402-444-6533    Kathy Adair: 402-444-6099**

Or in person:

Human Resource Offices at the Health Center  
and Civic Center #505

